

DIRECTOR OF AGRICULTURE EMERGENCY PROGRAMS

CLASS CONCEPT

This is professional, administrative and technical work directing the agricultural emergency preparedness, response, recovery, and mitigation strategies of the Emergency Programs Division within the Department of Agriculture and Consumer Services (NCDA & CS). The employee defines, plans, and evaluates the division's goals and objectives and administers the agricultural disaster response program.

EXAMPLES OF WORK

The employee directs and manages the day-to-day operations of the Emergency Programs Division, which is responsible for planning and preparedness programs that provide a coordinated agency response and recovery effort to agricultural disasters. The employee supervises staff members and administers the division's budget, which includes oversight of various grants. The employee serves as the department's primary contact for SERT (State Emergency Response Team) and liaison to State Emergency Management officials. Employee ensures department personnel receive necessary emergency management response training. Employee coordinates department response to natural and manmade disasters, including identifying and securing resources from all divisions in the department. The employee works with the Assistant Commissioner in the interpretation of division program philosophy, and the on-going evaluation of existing programs in terms of scope, organizational efficiency and staffing. The employee directs the coordination and the development of broad and complex biohazard training, bio-security, and agricultural disaster preparedness plans for NCDA & CS. Preparedness planning includes planning for threats from nuclear, biological and chemical agents and the determination of cause and effect of each.

The employee develops division long-range goals and objectives, manages the development and implementation of program policies, sets budget spending priorities, assures goals of grant work plans are measurable and achieved, assists with the activation and management of Ag EOC (Agriculture Emergency Operations Center) and the command and coordination center for all departmental emergency response activities. The employee works with each division within the department to establish the incident management structure needed for a rapid and effective response to emergencies within their respective regulatory or programmatic purview.

The employee works with NCDA & CS Budget and Finance Division to assure proper expenditure of state and federal monies. This process involves the review of budget and expense reports and monitoring internal tracking systems regarding the spending of grant funds.

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RECRUITMENT STANDARDS

Knowledge, Skills, And Abilities

Knowledge and understanding of the programs of emergency management practices at the state and federal levels.

Knowledge of fiscal management practices.

Knowledge of the agricultural diversity across North Carolina.

Ability to formulate and implement policy and budget procedures.

Excellent oral and written communication skills and the ability to process information quickly and act decisively.

Skills in project management, program analysis, strategic planning, and cross-functional team building.

Skills in monitoring events and safely implementing responses.

Skills in evaluating emergency response programs and identifying necessary changes.

Strong personnel management skills and the ability to work with multiple government agencies involved in state and federal preparedness and response activities.

Minimum Training And Experience Requirements

Graduation from a four-year college or university with a major in biological science, plant science, horticulture, or a related field and five years experience in government regulatory programs, emergency planning and response activities, or health planning, including three years of supervisory experience; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of position in this class, but may not be applicable to all positions.